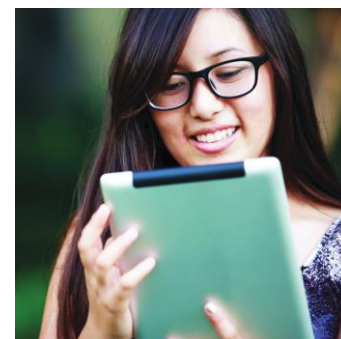


How-To Guide

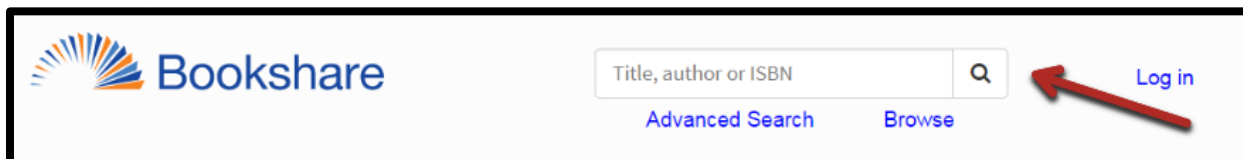
Find and Request Books



There are two ways to find books: Search (Standard and Advanced) and Browse.

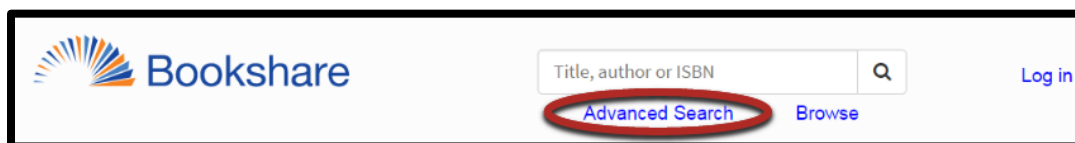
Search

- 1) Enter a search term in the Search Text Box located at the top of every page. This searches all text, including the title, author and contents of every book in the library

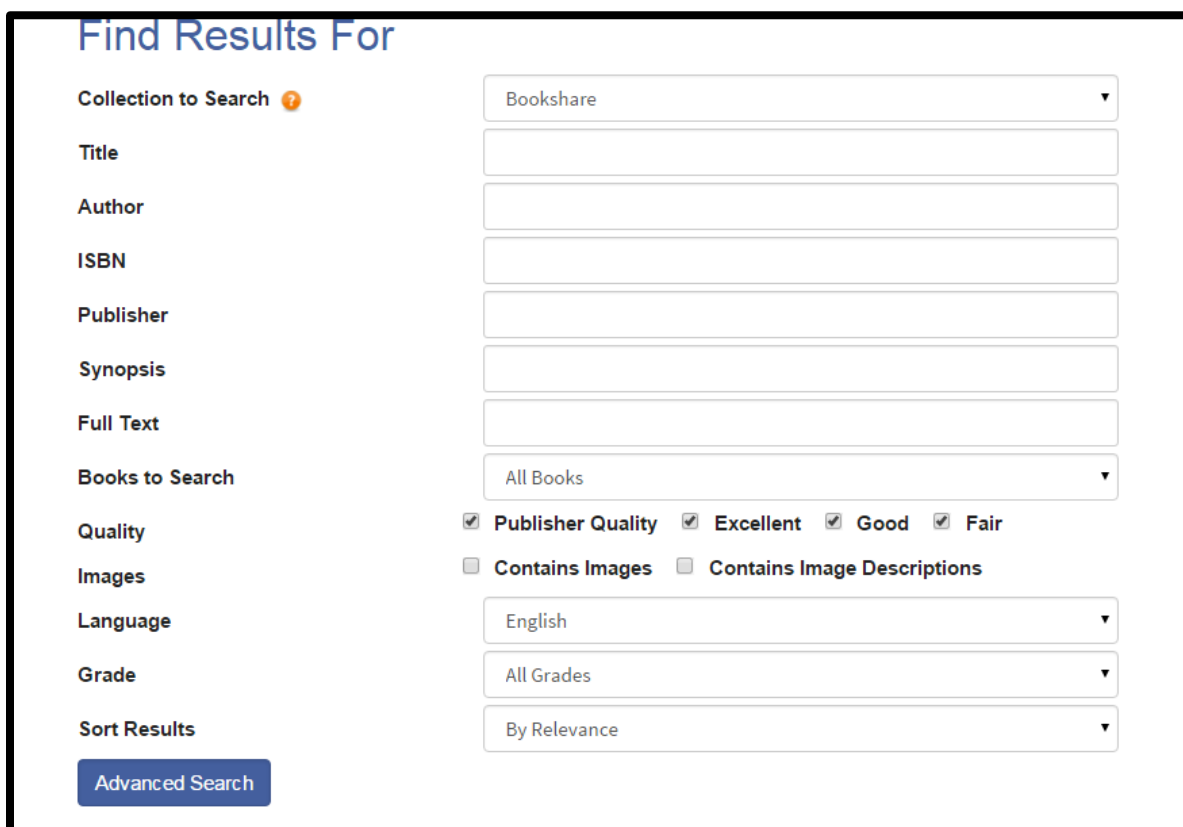
A screenshot of the Bookshare website's search bar. It features the Bookshare logo on the left, a search input field with the placeholder text "Title, author or ISBN" in the center, and a magnifying glass icon to the right of the input field. Below the input field are two links: "Advanced Search" and "Browse". To the right of the search bar is a "Log in" link. A red arrow points from the "Log in" link towards the search bar.

Advanced Search

- 2) For a narrower search, select "Advanced Search" next to the Browse link.

A screenshot of the Bookshare website's search bar, similar to the one above. However, the "Advanced Search" link is circled in red, and the "Browse" link is also visible.

- 3) You can search specifically by title, author, ISBN, publisher, images, or you can enter specific phrases in the "full text" field.

A screenshot of the Bookshare Advanced Search page. The page is titled "Find Results For" in blue. On the left side, there is a list of search criteria: "Collection to Search" (with a dropdown menu showing "Bookshare"), "Title", "Author", "ISBN", "Publisher", "Synopsis", "Full Text", "Books to Search" (with a dropdown menu showing "All Books"), "Quality" (with checkboxes for "Publisher Quality", "Excellent", "Good", and "Fair"), "Images" (with checkboxes for "Contains Images" and "Contains Image Descriptions"), "Language" (with a dropdown menu showing "English"), "Grade" (with a dropdown menu showing "All Grades"), and "Sort Results" (with a dropdown menu showing "By Relevance"). At the bottom left of the form is a blue button labeled "Advanced Search".


4) You can also further filter by category.

Filter By Category (selecting none searches all)

<input type="checkbox"/> Animals	<input type="checkbox"/> History	<input type="checkbox"/> Poetry
<input type="checkbox"/> Art and Architecture	<input type="checkbox"/> Home and Garden	<input type="checkbox"/> Politics and Government
<input type="checkbox"/> Biographies and Memoirs	<input type="checkbox"/> Horror	<input type="checkbox"/> Psychology
<input type="checkbox"/> Business and Finance	<input type="checkbox"/> Humor	<input type="checkbox"/> Reference
<input type="checkbox"/> Children's Books	<input type="checkbox"/> Language Arts	<input type="checkbox"/> Religion and Spirituality
<input type="checkbox"/> Communication	<input type="checkbox"/> Law, Legal Issues and Ethics	<input type="checkbox"/> Romance
<input type="checkbox"/> Computers and Internet	<input type="checkbox"/> Literature and Fiction	<input type="checkbox"/> Science
<input type="checkbox"/> Cooking, Food and Wine	<input type="checkbox"/> Mathematics and Statistics	<input type="checkbox"/> Science Fiction and Fantasy
<input type="checkbox"/> Disability-Related	<input type="checkbox"/> Medicine	<input type="checkbox"/> Self-Help
<input type="checkbox"/> Drama, Plays and Theater	<input type="checkbox"/> Military	<input type="checkbox"/> Social Studies
<input type="checkbox"/> Earth Sciences	<input type="checkbox"/> Music	<input type="checkbox"/> Sociology
<input type="checkbox"/> Education	<input type="checkbox"/> Mystery and Thrillers	<input type="checkbox"/> Sports
<input type="checkbox"/> Entertainment	<input type="checkbox"/> Nonfiction	<input type="checkbox"/> Study Guides
<input type="checkbox"/> Foreign Language Study	<input type="checkbox"/> Outdoors and Nature	<input type="checkbox"/> Technology
<input type="checkbox"/> Gay, Lesbian, Bisexual and Transgender	<input type="checkbox"/> Parenting and Family	<input type="checkbox"/> Teens
<input type="checkbox"/> Health, Mind and Body	<input type="checkbox"/> Philosophy	<input type="checkbox"/> Textbooks
<input type="checkbox"/> Travel		
<input type="checkbox"/> Westerns		

Browse



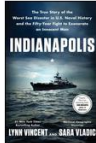





1) Select the “Browse” link under the Search Text Box located at top of every page to find a list of Popular Collections curated by Bookshare.

 **Bookshare**









Title, author or ISBN

[Advanced Search](#) [Browse](#) [My Account](#) [Log out](#)

Popular Collections [Search Collections](#)

<p>New York Times Children's Best Sellers</p> 	<p>New York Times Fiction Best Sellers</p> 	<p>New York Times Non-Fiction Best Sellers</p> 	<p>Summer Reading Road Trip</p> 
<p>Great Summer Reads</p> 	<p>Most Popular Downloads</p> 	<p>New Books</p> 	<p>Popular Series</p> 

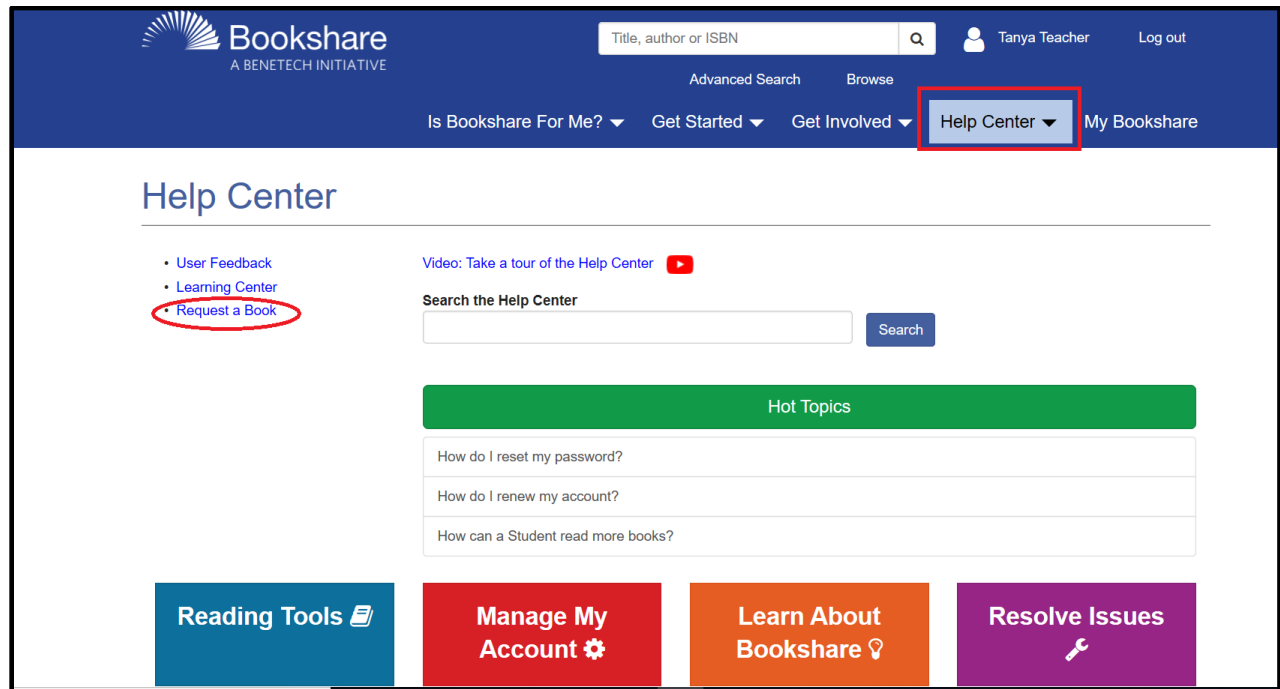
Browse Other Collections

 For Kids	 For Teens	 For Adults	 Awards
 General Resources	 Disability Resources	 Libros en Español	 For Teachers

Request Books

You can request to have books added to the Bookshare collection.

- 1) On the Help Center page, select the “Request a Book” link.



- 2) Select the “Book Request Form” link.

Request a book

[Video Tutorial: How to Request a Book](#)

You will need to be logged into your Bookshare account and be a member from the U.S.

We appreciate when you search the collection before making a request. If you're new to searching the collection, we have [tips](#) that can help. Note that Bookshare may have alternate editions available in our library. We highly recommend using these alternate editions if possible as they are immediately available.

If the book you need is not in the collection, fill out a [book request form](#). Title and/or ISBN are required; it is helpful if you have author, publisher and copyright year as well. If we need additional information to fulfill your request, we'll contact you promptly.

We encourage students and educators to place requests as early as possible for upcoming school terms. Your request will go through many stages to be converted into an accessible format, and we cannot guarantee a specific turnaround time.

Topics:

- [Find Books](#)
- [Requesting Books](#)
- [Hot Topic](#)

- 3) Provide as much information as possible. The ISBN is particularly helpful.

Book Request

Have you used the [Advanced Search](#) form? If so and you still could not find the title you need, please complete the following form. Title or ISBN is required, and the more information you provide makes a faster turnaround time for the Bookshare team. Priority for content acquisition is for members and educational materials. Thank you.

The title and/or the ISBN are required

ISBN number must be provided in a valid format such as 0-123456-47-9 (10-digit) or 978-0-123456-47-2 (13-digit). You may also use spaces instead of dashes, or no spacing at all, if you prefer.

Is this title required for school?

☐ Yes ☒ No

Title

ISBN

Author

Publisher

Copyright Year

Additional Comments/Hints for the Bookshare Staff:
(e.g. would National or other state edition work? Is there another ISBN or year? Is the book available from [the NIMAC](#)? etc.)

Next


- 4) The Bookshare team will reply to your email within three business days with the status of your request. You can also track the status on your “My Bookshare” page by selecting the “My Requests” link.


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